

**VACANCY ANNOUNCEMENT
DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY'S OFFICE
Eastern District of Pennsylvania**

Selections from this announcement will be made under the Federal Career Intern Program

TITLE, SERIES, GRADE: **Administrative Support Assistant (OA), GS-0303-7**

SALARY RANGE: **GS-7: \$41,383 per year**

TYPE OF APPOINTMENT: **Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment.**

PROMOTION POTENTIAL: None

VACANCY ANNOUNCEMENT NUMBER: **10-EDPA-CI-02**

OPENING DATE: 09/15/2010

CLOSING DATE: 09/21/2010

DUTY LOCATION(S): **United States Attorney's Office, Philadelphia, PA**

NUMBER OF VACANCIES: One (1) Position; however, based on the staffing needs of this office, additional selections may be made through this vacancy announcement. Appointments will also be contingent upon the availability of budgetary funding.

CONTACT: Name: Ali Luciano
Phone #: 215-861-8206
 [E-mail: ALuciano@usdoj.gov](mailto:ALuciano@usdoj.gov)

WHO MAY APPLY: All U.S. Citizens

DUTIES: Conducts initial reviews for security packages and ensures proper documentation; initiates fingerprints, and background investigations. Determines proper processing requirements based on review and analysis of security level requested.

Prepares time and attendance (T&A) for assigned personnel. Verifies information submitted by each employee(i.e. hours worked, leave taken, compensatory time or overtime worked, etc.). Prepares time and attendance reports for review and approval by the supervisor. Transmits information to the National Finance Center (NFC). As needed, prepares corrected T&As for changes or corrections to previously reported time.

Reconciles all invoices and modifications against purchase orders to verify accuracy before submitting for payment. Inputs invoice information into procurement database. Updates the electronic database/log of expert witnesses. Acts as Fax Coordinator. Assists in the Property Management function by bar coding new equipment, correcting discrepancies in the database, and preparing necessary paperwork to gain approval when transferring or excessing equipment/furniture. Assists in the bi-annual wall-to-wall inventory process and the annual capitalized inventory process. Assists with the coordination of office moves and resolution of logistical issues.

1. QUALIFICATION REQUIREMENTS:

Experience: One year of specialized experience at least equivalent to GS-6 in the federal service.

Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position and is typically in or related to the position to be filled.

Specialized experience for this vacancy is defined as experience in the performance of substantive clerical tasks which provide an understanding of how the office's various administrative services relate to one another and how they relate to the serviced office's mission. The work requires a practical knowledge and understanding of budget, purchasing, personnel and information processing functions.

Applicants for this position must be able to type 40 words per minute. Applicants must indicate their typing speed on their application/resume. Failure to list typing speed will result in a rating of ineligible

No additional information will be solicited or accepted after the closing date of this vacancy announcement.

2. EVALUATION METHOD

Knowledge, Skills, and Abilities:

Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). The factors are:

- A. Knowledge of personnel security policies and procedures sufficient to initiate requests and conduct basic review of security packages.
- B. Knowledge of regulations pertaining to the preparation and maintenance of Time & Attendance records.
- C. Knowledge of standardized procurement and property record keeping rules, processes and procedures.

Applicants are encouraged to address their experience and/or education related to the KSA's described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may adversely affect the determination that you meet the minimum qualification requirements and/or your referral to the selecting official.

3. INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

Agreement - Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.

Individual Development Plan - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.

Mentor - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.

Promotion - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of A Skill Level 3 (Fully Proficient) on each critical KSA of the IDP.

Conversion to Career/Career-Conditional Appointment - The federal career intern program is a two year excepted service appointment. The two years is considered a trial period and continued employment is subject to meeting all requirements of the program. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements. Training will be provided during the internship period. If you fail to satisfactorily complete the internship, your employment will be terminated.

Competitive service employees of United States Attorney's Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program with no break in service, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney's Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

4. HOW TO APPLY

Submit an Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure Applying for a Federal Job (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at:

<http://www.usajobs.opm.gov/forms.asp>

Applicants are encouraged to provide an e-mail address in their application package. The e-mail address will be used to notify applicants on the status of their application. If no e-mail address is provided, applicants will be notified via regular mail.

Applications can submitted via one of the following methods:

Mail or Hand-Delivery: U.S. Attorney's Office, 615 Chestnut Street, Suite 1250,
Philadelphia, PA 19106. -or-

Fax to 215-861-8618, attention: Human Resources.

-or-

E-mail to jobs4500@gmail.com

5. VETERANS' PREFERENCE - Preference Eligibles must submit a DD-214 which indicates character of service as proof of entitlement to veterans' preference. In addition to submitting the DD-214, preference eligibles claiming 10-point preference must also submit a completed (signed and dated) Application for 10-Point Veteran Preference (SF-15) and other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran's Information Guide at <http://www.opm.gov/veterans/>

6. AGENCY REQUIREMENTS AND INFORMATION -

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those

persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

8. BENEFITS

The Federal government offers a number of exceptional benefits to its employees. The following link provides an overview of benefits that may be offered to Federal employees: <http://www.usajobs.opm.gov/ei61.asp>.